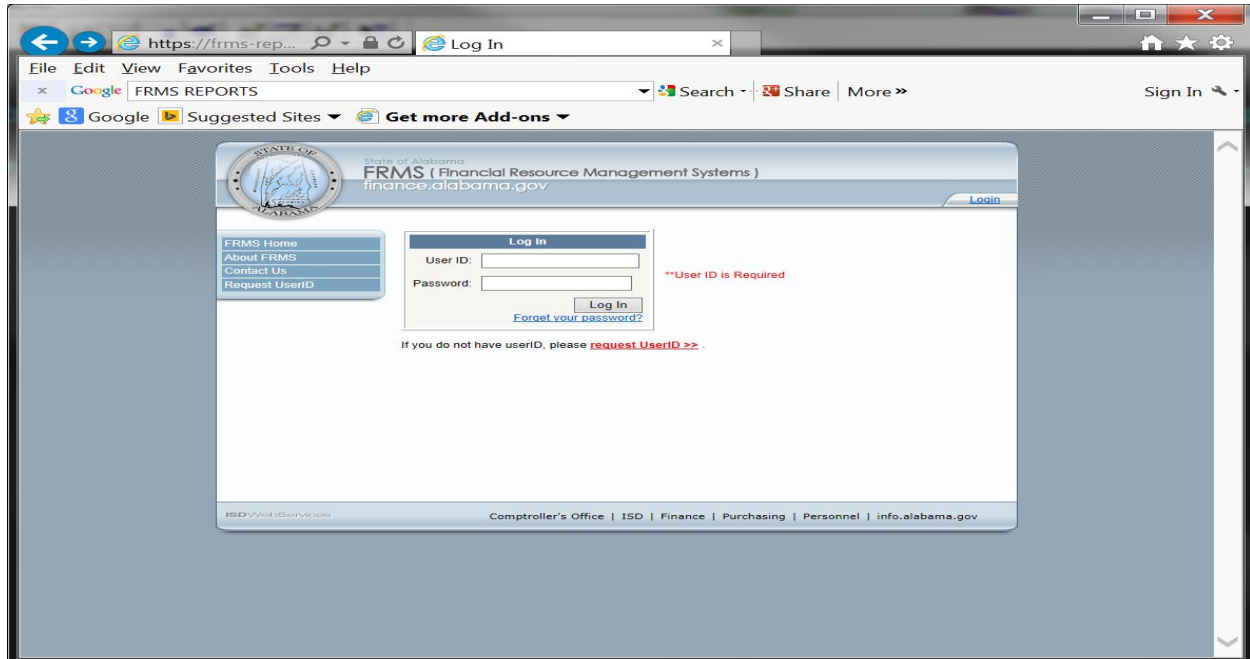
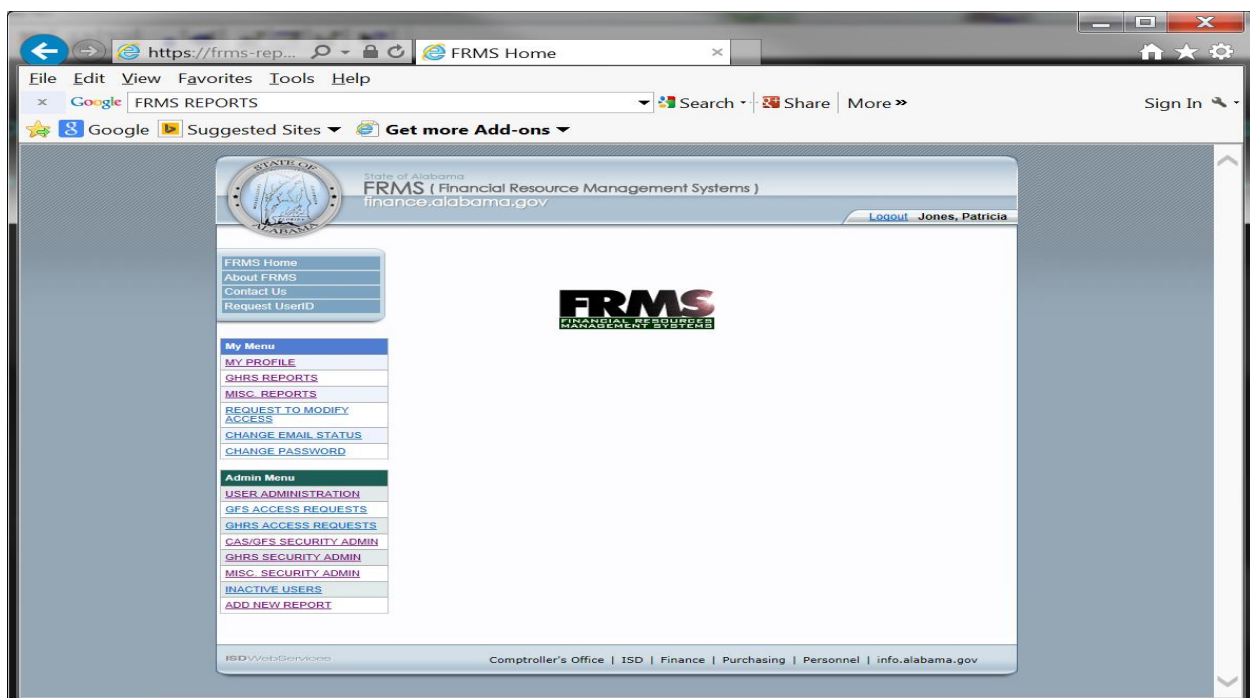


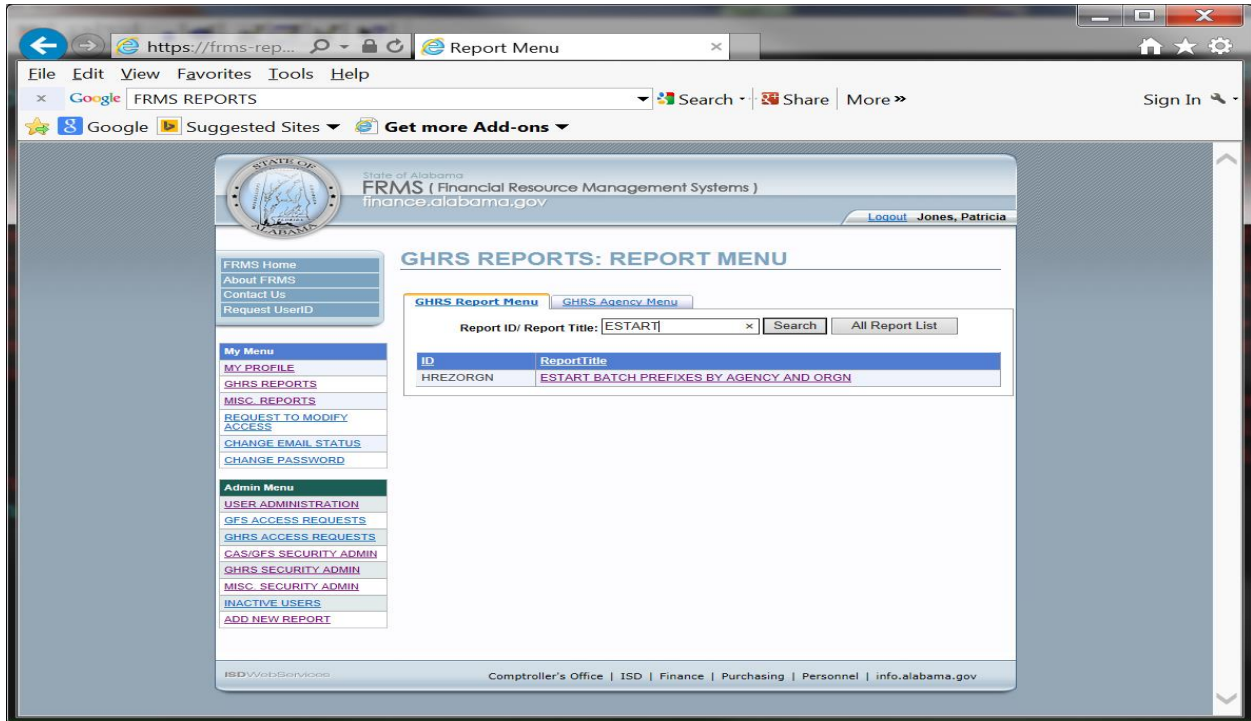
A report to aid agency personnel in identifying eSTART leave batches for their agency and ORGN can be found on the FRMS Reports website located at URL <https://frms-reports.alabama.gov/login.aspx>. A person needing new access to the website will need to click the link “Request UserID” and follow the instructions. Once security is granted, enter the User ID and password then click “Log In”.



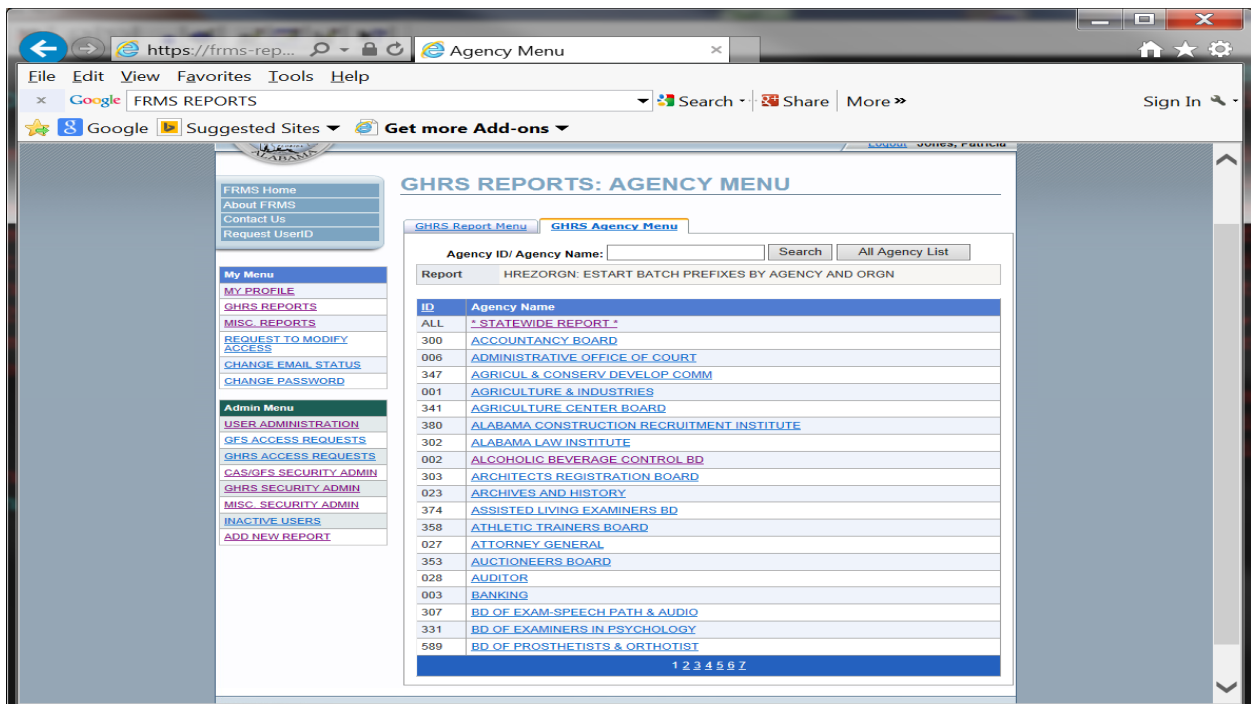
After logging into the site, a menu screen should display with a link to the left of the screen with an option to select “GHRs Reports”. (Note: The number of links you see is dependent upon your level of security.)



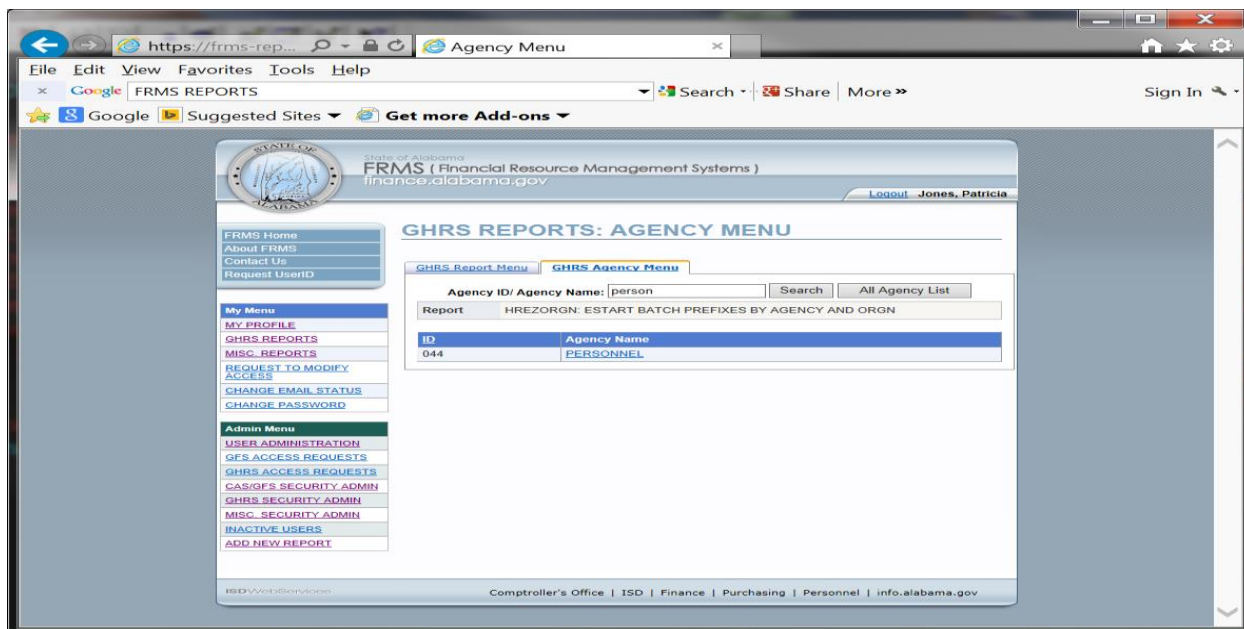
A list of the GHRs Reports in which you have access to view will display. If needed, a search for the “eSTART Batch Prefixes By Agency and Orgn “ report can be accomplished by keying the word “estart” in the “Report ID/Report Title:” search box and click on “Search”. A link to report “Estart Batch Prefixes By Agency and Orgn” should display. Click the link listed under the “ReportTitle”.



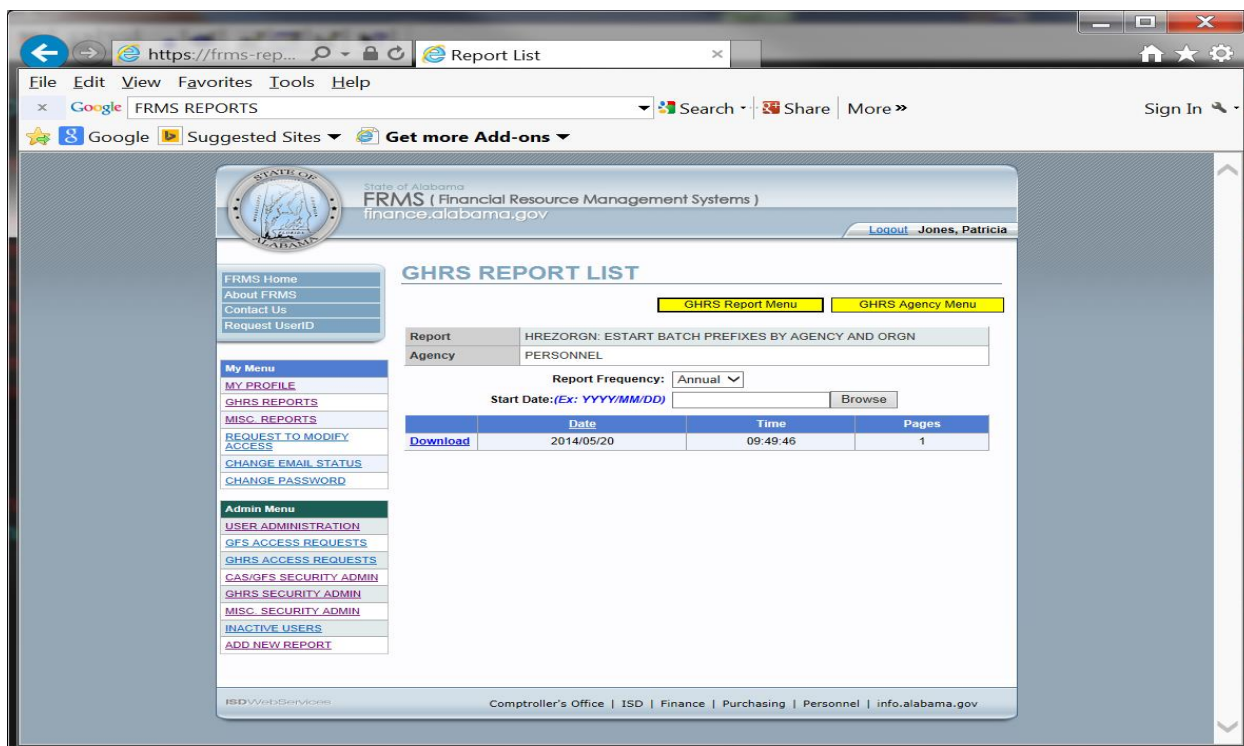
On the next screen, there will be an agency listing for the agencies in which you have access to view.



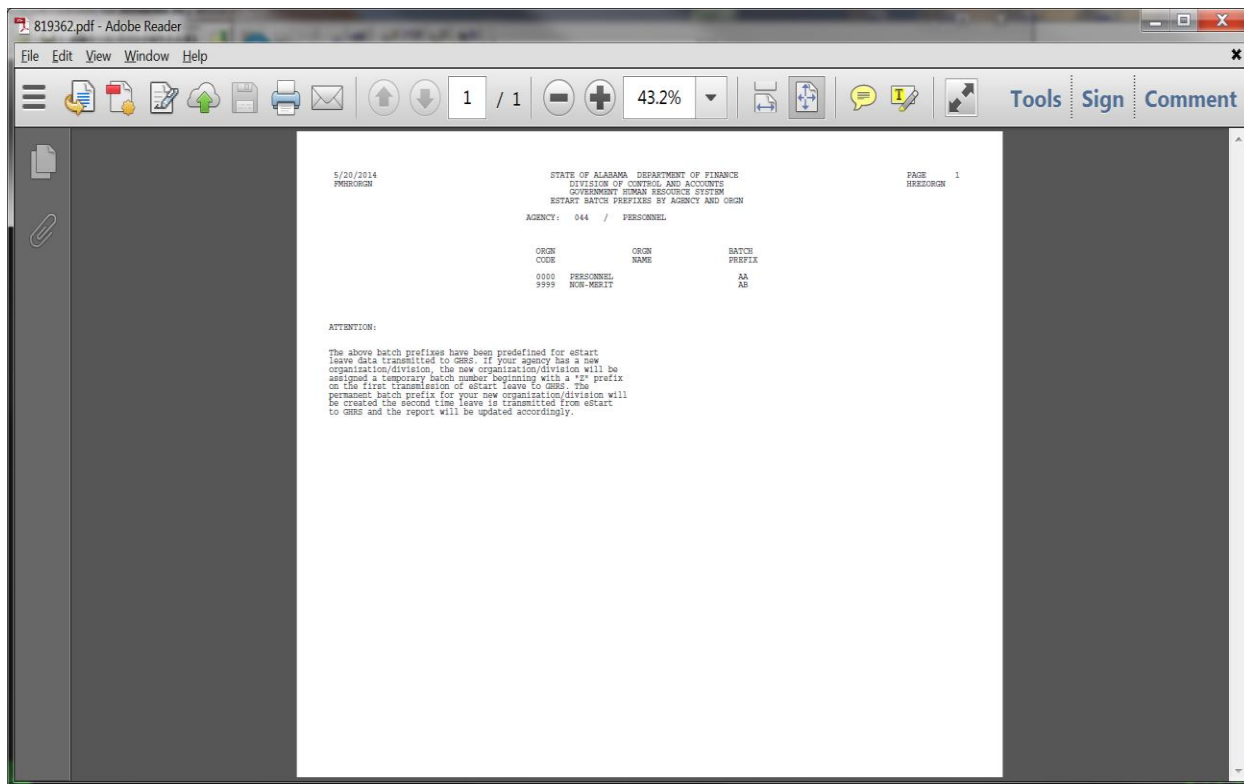
If needed, a search can be performed for the agency of interest by keying in either the agency code or part of the agency name. Click the link listed under “Agency Name” to access the report for the desired agency.



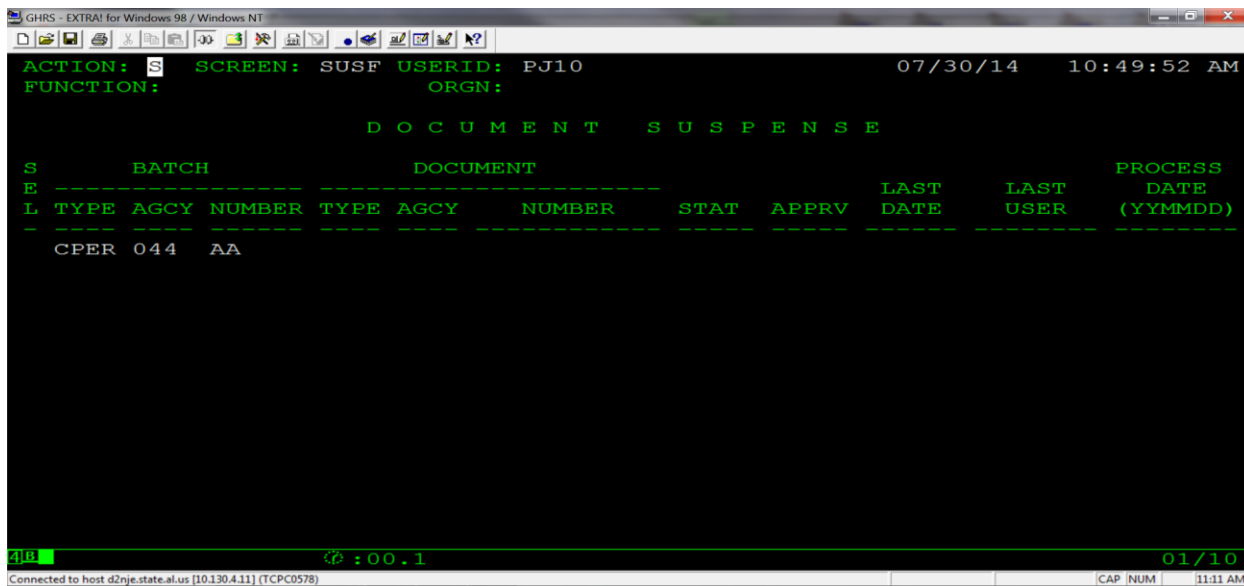
The next screen will display to allow downloading the report. Click on the “Download” link. (Note: The most recent version of the report will be listed first. Be sure to pay attention to the date and time the report was created.)



A PDF document will download and display. On the report, locate the ORGN code and note the “Batch Prefix” to the left. In the example below, the Batch Prefix for ORGN code 0000 is AA. The batch prefix of AA will be used to access batches for agency 044 in ORGN 0000 on the GHRS SUSF screen. (Note: familiarity is assumed regarding how to login into GHRS to access the SUSF screen.)



The information gathered from the earlier example using ORGN 0000 to locate batch prefix AA, will be used on the SUSF screen to access the batch(es) of interest. Enter type, agency, and the two character batch prefix. (Note: eSTART only sends CPER documents to GHRS at this time)



The batches beginning with AA will display along with corresponding documents. These batches are for ORGN 0000.

GHRS - EXTRA! for Windows 98 / Windows NT

ACTION: R SCREEN: SUSF USERID: PJ10 07/30/14 11:12:58 AM
FUNCTION: ORGN:

DOCUMENT SUSPENSE

S	BATCH			DOCUMENT					LAST	LAST	PROCESS
E									DATE	USER	DATE
L	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	DATE		(YYMMDD)
	CPER	044	AA2050	.	.	.	ACCPT	00000	140724	OFF-	
	CPER	044	AA2050	CPER	044	K14072400031	ACCPT	00000	140724	OFF-	
	CPER	044	AA2050	CPER	044	K14072400038	ACCPT	00000	140724	OFF-	
	CPER	044	AA2050	CPER	044	K14072400052	ACCPT	00000	140724	OFF-	
	CPER	044	AA2050	CPER	044	K14072400064	ACCPT	00000	140724	OFF-	
	CPER	044	AA2050	CPER	044	K14072400122	ACCPT	00000	140724	OFF-	
	CPER	044	AA2050	CPER	044	K14072400158	ACCPT	00000	140724	OFF-	
	CPER	044	AA2050	CPER	044	K14072400162	ACCPT	00000	140724	OFF-	
	CPER	044	AA2050	CPER	044	K14072400166	ACCPT	00000	140724	OFF-	
	CPER	044	AA2050	CPER	044	K14072400167	ACCPT	00000	140724	OFF-	
	CPER	044	AA2050	CPER	044	K14072400170	ACCPT	00000	140724	OFF-	

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In the event of a new ORGN not having an assigned prefix, GHRS will assign a batch prefix beginning with "Z". Refer to the example below for agency 002:

GHRS - EXTRA! for Windows 98 / Windows NT

ACTION: R SCREEN: SUSF USERID: PJ10 07/30/14 11:17:30 AM
FUNCTION: ORGN:

DOCUMENT SUSPENSE

S	BATCH			DOCUMENT					LAST	LAST	PROCESS
E									DATE	USER	DATE
L	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	DATE		(YYMMDD)
	CPER	002	Z02050	.	.	.	ACCPT	00000	140724	OFF-	
	CPER	002	Z02050	CPER	002	K14072400111	ACCPT	00000	140724	OFF-	
	CPER	003	MLM629	.	.	.	ACCPT	00000	140724	LS03	
	CPER	003	MLM629	CPER	003	000015528825	ACCPT	00000	140724	LS03	
	CPER	003	MLM630	.	.	.	ACCPT	00000	140729	LS03	
	CPER	003	MLM630	CPER	003	000015535280	ACCPT	00000	140729	LS03	
	CPER	003	MLM630	CPER	003	000015535286	ACCPT	00000	140729	LS03	
	CPER	003	MLM630	CPER	003	000015535290	ACCPT	00000	140729	LS03	
	CPER	003	MLM630	CPER	003	000015535293	ACCPT	00000	140729	LS03	
	CPER	003	MLM630	CPER	003	000015535297	ACCPT	00000	140729	LS03	
	CPER	003	MLM630	CPER	003	000015535300	ACCPT	00000	140729	LS03	

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